

# Quotation Request //

## US Government Printing Office

Agency Publishing Services  
732 North Capitol Street, NW  
Washington DC 20401-0001

**JACKET:350-895**

### Quotations are Due By:

(Eastern Time)10:00 AM on 12/01/2008

Submit Fax Quotes to:00000000

**Contractors must provide mandatory taxpayer information before GPO makes payment.**

**Please see special notice on <http://contractorconnect.gpo.gov/>.**

**TITLE:** LPA-FOIA Card and Envelope

**QUANTITY:** 1000 Cards and 1,000 Envelopes.

**TRIM SIZE:** Cards: 6 x 9", folding down to 6 x 4-1/2".

Envelopes: 4-3/4 x 6-1/2".

**PAGES:** Face only.

### **SCHEDULE:**

Furnished Material will be available for pickup by 12/01/2008

Deliver complete (to arrive at destination) by 12/15/2008

F.O.B. destination

**QUALITY LEVEL:** 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

### **DESCRIPTION:**

Cards: Print type and logo in PMS 343 Green and PMS 288 Blue (head towards fold).

Envelopes: Print return address (type only) in PMS 288 Blue on opposite side of seams.

Envelope Construction: Open side, diagonal seams, with gummed flap. Head prints towards flap score.

**MATERIAL FURNISHED:** Contractor to pickup at GPO. One (1) 700mb CD-Rom.

Platform: Macintosh, System: 10

Software Programs: Illustrator CS3

Files supplied in Native and PDF format.

All Adobe printer and screen fonts are furnished.

One (1) color composite laser visual (each) of note card and envelope. One (1) folding dummy of note card.

Note: Prior to image processing, the contractor is responsible for performing a basic check (preflight) of the furnished publishing files to assure accurate output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file imaging must be reported to the contract administrator in sufficient time to comply with the shipping schedule. In addition, the contractor is responsible for creating or altering any necessary trapping, setting proper screen angles and screen frequency, and defining file output selection for the imaging device being utilized. All furnished files must be imaged as necessary (to print at min. 175 line screen) to meet assigned quality level.

**PAPER:** \* Must be in accordance with JCP Paper Specification Standards in effect on date of this order

Note Card: JCP Code\* H20, 100 Pct Cream-White Artificial Parchment, Basis Size 17 x 22", 47 lb.

Envelope: Cream-White\*\* Writing or Wove, Basis Weight 24 or 28 lb.

\*\*Shade of envelope stock must be close match to note card.

### **COLOR OF INK:**

PMS 343 Green and PMS 288 Blue.

**PRINT PAGE:** See Above

**MARGINS:** Adequate Gripper.

Follow electronic media.

**BINDING:**

Fold Note Card to 6 x 4-1/2", using one parallel fold, title out.

**PACKING:**

Pack separately. Identify Title, Jacket Number and Requisition Number.

Pack suitably per shipping container.

**DISTRIBUTION:**

Deliver 1,000 Note Cards and 1,000 Envelopes (including 50 Departmental Random Blue Label copies of each item) to: USDA/APHIS-LPA, 4700 River Road, Unit 51, Room 2B08.4, Riverdale, MD 20737. Attn: M. Williams (301) 734-5270.

Deliver two (2) samples of each item and government furnished materials to: USDA, OC Printing Services, Room 501A, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250. Attn: Lonnie Thomas (202) 720-8180.

**QUALITY ASSURANCE LEVELS AND STANDARDS:** The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

(a) Non-destructive Tests -- General Inspection Level I.

(b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

**ATTRIBUTE**

**SPECIFIED STANDARD**

P-7. Type Quality and Uniformity

Government furnished laser print/electronic media

P-9. Solid or Screen Tints Color Match

Pantone Matching System

**DISPUTES:** GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.